

**Universal Joint Task List (UJTL)
User Advisory Group (UAG) Meeting Minutes
Worldwide Joint Training and Scheduling Conference
Thursday, October 5, 2006**

The Joint Staff/J-7 and JFCOM facilitated the UJTL UAG meeting on Thursday, 05-Oct-2006, during the WJTSC 6-02, Little Rock, Arkansas. MAJ (P) Steve Morris, JS/J-7, opened the meeting with an overview of the proposed UJTL Development Process, depicted in Attachment 1, *Proposed UJTL Development Process Concept*. The overview provided an orientation of the enhanced staffing process, associated decision points/steps, and future technical capabilities of the UJTL Task Development Tool (UTDT).

The UTDT is being developed to support the facilitation of the UJTL staffing process. The objective of the enhanced process and supporting tool is to reduce the staffing process to no more than 60 day.

SPIRAL 1 was based on, and complies with, the current UJTL business rules. However, the future UTDT development effort will be a collaborative process whereby all stakeholders have input. The development team provided a demonstration of SPIRAL 2 capabilities and J-7 outlined a plan to test and validate the SPIRAL release prior to operational implementation. The plan incorporates user input, test, validation, and ultimately acceptance. In addition, future SPIRALs will follow a formal configuration management process whereby users submit proposed changes to the JS/J-7. J-7 will capture these proposals and in the future, forward a recommended list of requirements associated to future SPIRAL builds to the user community for consideration, reprioritization and approval.

A number of future change proposals were captured during the demonstration, to include:

- Provide the capability to save a change without submitting the task.
- Provide email addresses and phone numbers to the “Users assigned to a task” page.
- System should send email notifications of task changes on both SIPRNET and NIPRNET.

Additional discussions and agenda items addressed included, the Defense Readiness Reporting System (DRRS), Joint Task Articles (JTA), and general Program Management.

Defense Readiness Reporting System (DRRS)

The DRRS will continue to provide the capability to enter candidate tasks for readiness reporting purposes. However, the new business rule requires the Organizational Point of Contact (OPOC) to immediately notify the UJTL Coordinator (UC) of the candidate task and to provide the necessary justification or details behind the urgent candidate task submission.

The community discussed and clarified the type of tasks submitted in DRRS and the priority associated to each. Those include the following:

- New Tasks – More likely to be approved as urgent requirements and used in DRRS for readiness reporting purposes.
- Modified or Deleted Tasks – Less likely to be considered as urgent requirements since other organizations are currently reporting on them.

In addition, the community agreed that the urgent priority and entry into DRRS should take place *after* “initial staffing via the UTDT”, as shown in the amended process flow (Attachment 2).

Candidate tasks currently reported in DRRS and subsequently rejected by the UUAG, caused concern for some representatives. JS/J-7 stated it was a known problem and would have the UJTL Coordinator reconcile the two databases to identify the discrepancies. An analysis will be performed to determine possible solutions. In the meantime, it is imperative the community identify all candidate tasks currently in DRRS and properly adjudicate them.

Joint Task Articles (JTA)

JS/J-7 and JFCOM previously agreed that the JTAs would be incorporated into the UJTL and the JTRAT and term JTA would be disbanded. The former JTAs will still provide additional fidelity to the UJTL tasks when desired by the user. JDEIS will provide a link that when selected will display the entire UJTL Task including the former JTA, if applicable, in .pdf format. The former JTA portion will be developed in parallel with the development of the UJTL Tasks, when required. The user community, to include the Combat Support Agencies (CSAs), will submit requests for JTAs via the UTDT as an integral part of a request for a new task or modification of an existing task. At that point, the submission will follow the approved UJTL task submission process. JS J-7 will formulate a plan to JSAP the existing 327 JTAs for formal approval over the next year at a rate of 30 per month.

Program Management

The working group successfully adjudicated 124 tasks in the system (Attachment 2). The working group provided the ability to “shape” and approve tasks, in a collaborative environment. Program management discussion points included:

- Participants requested a review and update of the UJTL to eliminate task redundancy or obsolete tasks.
- JS/J-7 will develop an UTDT implementation plan that addresses transition, collaboration, and implementation milestones.
- UTDT will operate on the SIPRNET. Representatives expressed concern over the lack of SIPRNET availability and connectivity (CSAs, NGB, etc.) The JS/J-7 will explore the possibility of hosting UTDT on the NIPRNET, but emphasized initial implementation must be on the SIPRNET because the UJTL authoritative database resides on the Joint Doctrine, Education, and Training Electronic Information System (JDEIS), which is only available on the SIPRNET. In addition, DRRS only resides on the SIPRNET and DRRS will have the capability to pull both approved tasks as well as candidate tasks from JDEIS.